



CONDITIONAL USE PERMIT APPLICATION



APPLICANT

Name _____

Mailing Address _____

Contact Person _____

Phone _____ Fax _____

Email _____

PROPERTY INFORMATION

Assessor's Parcel # _____

Subdivision _____

Unit # _____ Lot # _____

Address/Location _____

Existing Zoning _____

Existing Land Use _____

Lot Size _____

CONDITIONAL USE PERMIT REQUEST

Please provide a brief description of the request.

SUBMITTAL CHECKLIST


- ☐ Pre-application meeting with a staff planner of the Community Development Department.
- ☐ A citizen participation plan. (*See attached guidelines*)
- ☐ A non-refundable filing fee. (*See attached guidelines*)
- ☐ A *typewritten* narrative describing the request and conformance to the findings for a conditional use permit. (*See attached guidelines*)
- ☐ A *typewritten* list of names and addresses of all property owners within 300 feet of subject property.
- ☐ Fifteen copies of all plans and drawings as indicated by the staff planner at the pre-application meeting. (*See attached guidelines*)

All materials must be folded to fit in a legal-size file (8"x13") and labeled so that the applicant's name and project location are visible.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

 **Signature of Applicant**

_____ Date _____

Signature of Property Owner (*if not the applicant*)

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

Appeal Filed By _____ Date _____

Receipt # _____ Fee _____

COMMISSION ACTION

☐ Approved with Conditions (*see attachments*) ☐ Denied

Resolution # _____ Date _____

BOARD ACTION

☐ Approved with Conditions (*see attachments*) ☐ Denied

Ordinance # _____ Date _____



Guidelines for Requesting a Conditional Use Permit

CITIZEN PARTICIPATION PLANS

In order to address concerns prior to a formal public hearing, the citizen participation plan requires you to contact your neighbors and other affected property owners in the vicinity. Section 20.2 of the Coconino County Zoning Ordinance outlines the requirements for holding a community meeting and providing neighbors an opportunity to understand and provide comments about the project directly to you. A staff planner with the Department of Community Development will discuss the citizen participation planning requirements as part of the required pre-application meeting.

APPLICATION FEES

A non-refundable filing fee must be submitted with an application for a conditional use permit. The purpose of this fee is to pay for legal noticing and application processing. If your application is being submitted in conjunction with a request for rezoning, a \$200 discount is applicable. Fees are based on the following schedule:

- ☐ Nonprofit organization uses (churches, schools, camps, group homes)\$400
- ☐ Single family residential (guest houses, residential in commercial zones, living quarters, replacement of nonconforming use)\$400
- ☐ Public utility substation, heliports/airports, model homes, subdivision sales office, fire stations.....\$600
- ☐ Multiple family residential in a RM Zone.....\$600 + \$10/unit
- ☐ Commercial in G and AR Zones\$600 + \$50/acre over 1 acre
- ☐ Commercial or industrial in Commercial or Industrial Zones\$600 + \$100/acre over 1 acre
- ☐ Nonconforming commercial use expansion.....\$600 + \$50/acre over 1 acre
- ☐ Renewal of existing CUP (except single family residential and nonprofit).....\$600
- ☐ Additions or modifications to existing commercial CUP.....\$600
- ☐ Cottage industry or Bed & Breakfast.....\$400

FINDINGS

Pursuant to Section 20.3-7 of the Coconino County Zoning Ordinance, the Planning and Zoning Commission must make the following findings if it is to approve a conditional use permit. Applicants for a conditional use permit must provide an explanation of how their request meets the following criteria.

1. That the proposed location of the conditional use is in accord with the objectives of the Zoning Ordinance and the purpose of the zone in which the site is located.
2. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
3. That the proposed conditional use will comply with each of the applicable provisions of the County Zoning Ordinance, except for approved variances.
4. That the proposed conditional use is consistent with and conforms to the goals, objectives, and policies of the Coconino County Comprehensive Plan or any applicable Area Plan.



Guidelines for Requesting a Conditional Use Permit

PLANS AND DRAWINGS REQUIRED FOR APPLICATION

Depending upon the project, an application for a conditional use permit may require one or more of the following supplementary plans. Based on staff determination of the required materials, *fifteen copies* of each plan—*scaled and dimensioned*—must be included with the application. All materials must be folded to fit in a legal-size file (8"x13") and labeled so that the applicant's name and project location are visible.

- ☐ Site plan detailing property boundaries; existing improvements and uses; and proposed improvements and uses. The site plan shall also indicate the locations of driveways, pedestrian walks, landscaped areas, fences, walls, and off-street parking areas including entrances and exits and the direction of traffic flow into and out of off-street parking areas.
- ☐ Landscape plan detailing the locations of existing trees (both to be retained and to be removed); the location and design of landscaped areas; the number, varieties and sizes of proposed plant materials; and other landscape features including sprinkler and irrigation systems.
- ☐ Architectural drawings including floor plans in sufficient detail to permit computation of yard and parking requirements; and elevations of all proposed structures as they will appear upon completion. All exterior surfacing materials and colors shall be specified. Color renderings or paint and material samples are helpful.
- ☐ Signage plan detailing all existing and proposed signs, including their location, size, materials, color, and method of illumination.
- ☐ Lighting plan including location of all outdoor lighting fixtures and description of each (i.e. lamp type, lumen output, shielding).
- ☐ Grading and drainage plans.
- ☐ Any other plan as determined by the staff planner during the applicant's pre-application meeting.

PUBLIC HEARINGS

The Planning and Zoning Commission meets on the last Tuesday of every month. The deadline for filing is the Monday five weeks prior to the meeting date. Applicants will be notified by mail of meeting dates, times, and places. An incomplete application may delay the scheduling of a hearing of a zone change request.

APPEALS

The action of the Planning and Zoning Commission on a conditional use permit is final unless an appeal is filed within fifteen days. An appeal may be filed by the applicant or any other aggrieved person or any member of the Board of Supervisors as prescribed in Section 20.1-5 of the Coconino County Zoning Ordinance. Appeals are heard by the Board of Supervisors as prescribed in Section 20.6.